

ADMINISTRATIVE MEMO NO. 15

January 13, 1943

Summaries of Memoranda

The Commission, and especially the Law Department, has recently established a practice that all memoranda exceeding two pages in length, for use inside or outside the Commission, should contain a concise summary. This summary, as described in the Law Department memorandum, is to follow immediately after the heading. Where the memorandum is one recommending action, such recommended action should follow directly after the summary and before the main body of the memorandum.

I suggest that we follow this form in such memoranda as we prepare for each other or for the Commission, also for other agencies.

It can be safely stated that whenever a memorandum goes to a top executive, such as a Cabinet member or agency head, if it is longer than a page-and-a-half or two pages, it is summarized by a subordinate staff member or secretary before it reaches his desk.

This may have a lesson for us in the presentation of our special reports!

/s/ Robert D. Leigh

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